

**Regular Meeting
BOARD OF LIBRARY DIRECTORS
AURORA (ILLINOIS) PUBLIC LIBRARY DISTRICT**

February 24, 2021

Public Act 100-0640 amends the Open Meetings Act to expressly authorize public bodies to meet remotely in certain circumstances without the otherwise required quorum present at the meeting place. The new law requires the head of the public body determine that an in-person meeting is not practical or prudent because of a disaster. At least one member of the public body or the Chief Administrator Officer or the Chief Legal Officer must be physically present at the meeting place unless it is not feasible because of the disaster. Michaela Haberkern is present at the library. The library is partially open today, so it is feasible for her to be there. The meeting will be recorded and will be available on the library's website for 30 days and will be archived in our Administrative offices thereafter. The meeting was held via Zoom and viewable on the library's Facebook page. As with all open meetings we provide space for public comments in accordance with the law. For the purposes of this virtual meeting we asked the public to submit their comments via email or voice messages.

CALL TO ORDER: at 6:01 p.m.

President Andrew Smith stated in accordance with the Government Emergency Administrative Act PA100-0640, the Aurora Public Library District Board of Directors find an in-person meeting is not practical or prudent because of the ongoing public health emergency and believes it is in the library's best interest to hold a virtual meeting to perform essential business.

Present: Trustees Delia Nila Basile Jeff Butler, Joe Filapek, Melinda Riddick, John Savage, Eva Serrano, Andrew Smith

Absent: None

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Director of Neighborhood Services Heather Sturm, Director of Human Resources Manager Brenda Blough, Communications Manager Miriam Meza-Gotto, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF JANUARY 27, 2021 BOARD MEETING:

Delia Nila Basile moved, seconded by Eva Serrano to approve the minutes of the January 27, 2021 Board Meeting.

Yes: Basile, Butler, Filapek, Riddick, Savage Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

BOARD MEETING 1-27-21 MINUTES APPROVED

EXECUTIVE DIRECTOR'S REPORT: Michaela Haberkern reminded the board of the Dr. Eve Ewing Fireside Chat being presented virtually on March 1 at 6:00 p.m. Dr. Ewing is a sociologist of education and a writer from Chicago. She is the author, most recently, of the poetry collection *1919* and the nonfiction work *Ghosts in the Schoolyard: Racism and School Closings on Chicago's South Side*. Dr. Ewing will be interviewed by Natalie Moore, WBEZ Chicago, who covers segregation and inequality. This is a partnership program with eleven area libraries.

The APLD budget process is beginning, and we are starting with our department heads assessing their priorities and needs for FY2021-2022 which begins on July 1. We will expect to have a finance committee meeting in March or early April to consider our working budget.

We are working on realigning service hours and formalizing a plan while assessing capacity limits and appointments as Covid case counts and positivity rates continue to improve in the area. As positivity rates go down and vaccination proceeds, we'll be able to do more.

We have developed a vaccine information webpage. This includes information about various vaccines, where to register for vaccines and make appointments.

POLICY AND PERSONNEL COMMITTEE MEETING REPORT: The Policy and Personnel Committee met on February 17, 2021 to discuss revisions to the Bylaws and other board policies that are applicable to district libraries. These policies will be discussed under New Business. The committee recommends that the board approve the policies discussed in committee.

PUBLIC COMMENTS: None

NEW BUSINESS:

Approval of January-February Bills

Joe Filapek moved, seconded by John Savage to approve the monthly expenditures as listed on the Authorization Sheet for the period January 28, 2021 to February 24, 2021 in the amount of \$955,962.12.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

PAYMENT OF BILLS 1-28-21 TO 2-24-21 APPROVED

Questions on bills:

- 1) Midco \$3,682 SFP+ Uplink Modules – These are add-in cards for our network switches, which allow them to uplink back to the datacenter.
- 2) Patron Point, Inc., Marketing Automation Platform for \$15,500 – This is a customer engagement tool which allows their software to interface with our customer accounts

and provide better communication with our customers. It will allow us to create new forms for registrations and make that process friendlier and easier.

- 3) Mileage Reimbursement for \$406 – We reimburse employees for their travel reimbursement for work between branches. This was for an eight-month period where the employee did not submit reimbursement expenses. Our policy does not have a time limit as to how long employees can submit for reimbursement.
- 4) Chase Visa, Virtual Lab \$2,985 - This is to send Becky Clark, Krista Danis, and Scott Grotto to the Harwood Virtual Lab. The Harwood Institute provides high-level training in community engagement for government agencies and non-profits. The Executive Team attended this past year. We'll use what we learned as we plan to renovate our branches and revitalize our services after COVID, and we'll plan to send leadership staff to the program as budget allows over the next few years.
- 5) Tyler Technologies, \$7,700 for Executive Cloud Access – This is our timekeeping system. We are currently using a hosted solution on-site and this is the cost to move to the cloud.

Per Capita Grant Requirements

Tom Spicer introduced Chapter 9 Public Services and Chapter 11 Children and Young Adult Services in Serving Our Public 4.0. The chapters define public services and state standards for these services. Tom highlighted these public services through the pandemic's impact on the services and how we as a library responded.

Ordinance Transferring Funds

At a previous meeting the board established a Special Reserve Fund. This ordinance gives us the authority to transfer funds from the City's Capital Projects/Tech fund and their account to the library's Special Reserve Fund and our own account.

Delia Nila Basile moved, seconded by Melinda Riddick to approve Ordinance Number 2021-1 closing out the capital projects and technology fund and transferring fund balance to the special reserve fund.

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

**ORDINANCE NUMBER 2021-1 CLOSING OUT THE CAPITAL PROJECTS AND
TECHNOLOGY FUND AND TRANSFERRING FUND BALANCE TO THE SPECIAL
RESERVE FUND APPROVED**

Board Bylaws

Many if not all the changes recommended are related to our conversion to district, i.e. the name and statute citation changes, the number of members, called trustees rather than directors, elected rather than appointed, length of term, etc. The Bylaws were drafted by Michaela

Haberkern and approved by Attorney Roger Ritzman. Jeff Butler recommended we include a statement on vacancies and how said vacancy would be filled as well as language regarding individual trustee responsibilities.

Jeff Butler moved, seconded by Eva Serrano to approve the revised Board Bylaws as amended based on tonight's decision.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

REVISED BOARD BYLAWS APPROVED AS AMENDED

Reserve and Accumulation of Funds Policy

The Reserve portion of this policy is new and is required for us to maintain a Special Reserve. This policy was drafted by Mary Myers and reviewed and approved with Municipal Advisor Jamie Rachlin and Attorney Roger Ritzman.

Delia Nila Basile moved, seconded by Joe Filapek to approve the Reserve and Accumulation of Funds Policy.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

RESERVE AND ACCUMULATION OF FUNDS POLICY APPROVED

Accumulation of Funds Policy

The principles in this policy are covered by the Reserve and Accumulation of Funds Policy.

Eva Serrano moved, seconded by Delia Nila Basile to rescind the Accumulation of Funds Policy.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

RESCINDING ACCUMULATION OF FUNDS POLICY APPROVED

Investment Policy

The policy outlines how we plan to invest our funds. We are limited by statute as to what kind of instruments we can invest in. This policy was drafted by Mary Myers and reviewed by Jamie Rachlin and Attorney Roger Ritzman.

Melinda Riddick moved, seconded by Delia Nila Basile to approve the Investment Policy.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

INVESTMENT POLICY APPROVED

Library Equipment Policy

This policy was lightly edited, mostly related to our district conversion. The new title should read "Library Trustee Equipment Policy".

Joe Filapek moved, seconded by Jeff Butler to approve the revised Library Equipment Policy.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

REVISED LIBRARY EQUIPMENT POLICY APPROVED

Purchasing Policy Revision

This policy outlines what is in the statute regarding public purchasing and is not very different from our current policy. The policy was last reviewed in 2017 and this revision has been reviewed by Attorney Roger Ritzman. Jeff Butler requests that the policy include verbiage that competitive bids will be brought before the board as required by law.

Eva Serrano moved, seconded by Delia Nila Basile to approve the revised Purchasing Policy as amended.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano Smith

No: None

Abstain: None

Absent: None

Motion Carried

REVISED PURCHASING POLICY APPROVED AS AMENDED

Disposal of Surplus Policy

This policy was rewritten to account for our transition to district as well as for clarity and a clear guidance. Much of this is guided by statute. The policy was approved by Attorney Roger Ritzman.

Delia Nila Basile moved, seconded by Joe Filapek to approve the revised Disposal of Surplus Policy.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion Carried

REVISED DISPOSAL AND SURPLUS POLICY APPROVED

ADJOURNMENT

Delia Nila Basile moved, seconded by Eva Serrano, the board voted unanimously to adjourn at 6:54 p.m.

Roll call on motion:

Yes: Basile, Butler, Filapek, Riddick, Savage, Serrano, Smith

No: None

Abstain: None

Absent: None

Motion carried.

ADJOURNMENT

CERTIFIED TO BE A TRUE COPY

Secretary, Board of Directors

Kg